

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: City Manager

BAND	GRADE	
N/A	N/A	
DEPARTMENT: City Manager	ACCOUNTABLE TO: City Council	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbent is responsible for performing administrative work of substantial difficulty in planning, organizing, directing and controlling all municipal activities. Supervision is exercised directly, or through department heads, over all employees of the City. Has extensive contact with all levels of City personnel, especially at the management level in the giving of direction or information. Frequent contact with the general public, Mayor and City Council.		
DISTINGUISHING CHARACTERISTICS: The City Manager position is a stand-alone classification. This is an unclassified (appointed) position that serves at the pleasure of the City Council.		

DUTY NO.	ESSENTIAL DUTIES: (The duties listed are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Exercises administrative authority over all City employees; interprets Council policies as well as administrative policies; relays instructions, policy and procedural decisions of Council to administrative personnel for action or implementation.	Daily	
2.	Attends all meetings of the City Council, boards, commissions and committees as required or necessary.	Daily	
3.	Receives inquiries from the public; furnishes information or directs the inquiry to the proper source for resolution.	Daily	
4.	Plans, coordinates and reviews the preparation of the municipal budget; reviews budget periodically to compare with revenues and expenditures; performs related budget and fiscal work.	Daily	
5.	Studies departmental organization and procedures; confers with department heads and administrative personnel.	Daily	

Rev. 07/07

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6.	Conducts research, procedural and administrative studies and prepares reports embodying recommended solutions or courses of action; initiates appropriate courses of action for greater administrative effectiveness.	Weekly	
7.	Supervises preparation of materials for public reporting.	Weekly	
8.	Negotiates contracts and other legal agreements; signs purchase orders, agreements, contracts and related documents as authorized for the City.	Weekly	
9.	Represents the City at meetings, organizations and clubs; speaks on behalf of the City.	Weekly	
10.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Public administration principles and practices, particularly in municipal government, including the principles of organizations, management and budget preparation;
- Comprehensive knowledge of the organization and functions of City government;
- Comprehensive knowledge of basic laws, ordinances and regulations underlying the municipal corporation; and
- Duties, powers, authorities and limitations of a City Manager.

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Skills (position requirements at entry):

Skill in:

- Directing and administering municipal activities;
- Analyzing a variety of administrative problems and determining appropriate solutions;
- Expressing ideas effectively, both orally and in writing; and
- Communication, interpersonal skills as applied to interaction with supervisor, local, state and federal elected officials, coworkers, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Five (5) to ten (10) years progressively responsible management experience in a municipal organization and college education (Bachelor's Degree) in public administration or related field (Master's Degree is desirable); or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Position requires:

- Possession of or ability to obtain a valid Arizona driver's license.

Physical Requirements:

Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Date: 10/94

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